

Missouri State University
Graduate Assistant – Facilities & Operations
Area: Campus Recreation

Position Summary

The Graduate Assistant-Facilities & Operations assists the Assistant Director of Campus Recreation-Facilities & Operations in coordinating the operations of the Foster Recreation Center (FRC).

Supervision

Reports to the Assistant Director of Campus Recreation-Facilities & Operations

Essential Functions

1. Assist with the development of training materials and facilitate training and educational sessions with a focus on customer service and risk management needs for all FRC staff.
2. Assist with the hiring, training, scheduling and supervising of all FRC student Welcome Desk Attendants, and Building Managers.
3. Organize and lead staff meetings for FRC operations student staff.
4. Assure that building safety and maintenance checks are regularly performed and all FRC student staff have current CPR and First Aid certifications.
5. Evaluate and provide regular performance feedback to all FRC student staff.
6. Assist in maintaining accurate payroll records for all FRC student staff.
7. Assist in maintaining complete records for FRC programs including contracts, staffing, attendance, and all other required documents.
8. Assist with FRC patron reservation, as needed.
9. Coordinate Campus Recreation special events such as Rec Fest, student recognition banquets, Wellness Week, GEP101 Orientation and others as needed.
10. Evaluate and provide feedback that includes participant input for all special events.
11. Assure the accuracy of policy and operational procedures in the FRC and on the Campus Recreation website.
12. Evaluate regularly control building operations; including customer service, new member experience and risk management.
13. Conduct American Red Cross CPR and First Aid classes, as needed, for FRC student staff.
14. Maintain daily inventory of FRC building needs including, but not limited to; checkout equipment, promotional and registration materials, and safety and first aid supplies.
15. Assist in maintaining a friendly, safe, and inviting environment for all FRC patrons.
16. Assist with other duties assigned.

Other Responsibilities

1. Assist with special projects and assignments, as requested.
2. Attend all required meetings: division and department-wide.
3. Serve on internal and University committees, as needed.

Education, Experience, and Skills Required

1. Must meet all requirements outlined by the Graduate Assistantship contract.
2. A student leadership, customer service, and management background is preferred.
3. American Red Cross Standard First Aid and CPR Instructor Certification is preferred or the ability to obtain within the first 3 months of employment.
4. Good communication, customer service, organization, and leadership skills.
5. Must be comfortable with responding to incident and accidents and training entry-level student employees in such practices.
6. Required to work up to 20 hours per week.
7. Report to work two weeks prior to the start of the fall semester; report one week prior to the start of spring and summer semesters.

Terms Available:

1 st year	Fall & Spring semesters (9 month position)
2 nd year	with positive review
Summer	Possible employment

Application Procedures

Send [Official Graduate Assistantship Application](#) and *Resume* to:

James Lowery – Assistant Director of Facilities

Mail:

Missouri State University

Campus Recreation

901 S National

Springfield, MO 65897

Email:

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